

CONTRACT TERMINATION REPORT (PTI - 4)
Pursuant to the *Private Training Institutions Act and Regulations*

Privacy Notice: Under the authority of the *Private Training Institutions Act*, personal information will be collected for the purposes of private training institution re-registration and confirmation of refunds issued to students. Section 13 of the Act allows for the collection and use of personal information by the Department in determining compliance with the Act. The information provided to the Department is confidential and will not be disclosed without proper consent or authority. Any questions or comments can be directed to the Manager of Private Training at (709) 729-3102.

GUIDELINES FOR COMPLETION

BACKGROUND

- In accordance with sections 15-23 of the *Private Training Institutions Regulations* under the *Private Training Institutions Act*, private training institutions may, under various circumstances, have a student contract terminated which may require a refund for tuition paid and/or equipment purchased.
- A Contract Termination Report (PTI - 4) is to be completed for each student immediately upon termination of their contract with the private training institution. This report is to be submitted on the first business day of each month for each student terminated in the previous month.
- These reports must be forwarded to: Manager, Private Training Institutions, Department of Advanced Education, Skills and Labour, P.O. Box 8700, St. John's, NL, A1B 4J6, (709)729-0243 (Fax).

COMPLETING THE CONTRACT TERMINATION REPORT

1. Section 19(1) of the *Private Training Institutions Regulations* states that refunds are not required where a "private training institution has supplied and serviced two thirds or more of a course of instruction and has not received a proper notice of a student's intention to cease attending the course before that date". Section 2 (d) of the *Regulations* defines a course of instruction as a "program of study which includes 50 or more instructional hours or an equivalent". The formula for calculating two thirds or more of a course of instruction is as follows:

Total Program Duration in weeks (including both classroom and work term weeks) x 2/3

2. Student Refunds shall **not** include:
 - a. The Registration Fee as defined by section 16 of the *Regulations*;
 - b. The 10% semester administration fee charged to a student who withdraws 21 days after the beginning of the semester; or one who does not give notice in writing before the start of the program and does not attend the first 5 consecutive days of the course of instruction
 - c. The retail cost of equipment supplied unless returned to the private training institution unopened or as issued, within 10 days of the student receiving the equipment;
 - d. An amount required to repair or replace training institution property damaged as a result of the action or conduct of a terminated student, as per section 23 of the *Regulations*.
3. The weekly rate charged to a student must include both classroom and work term weeks and is calculated as follows:

Total Program Tuition to be Charged / Total Number of Program Weeks = Weekly Rate

4. An administration fee may be charged to students who withdraw 21 days after the beginning of a given semester. This fee is calculated as 10% of the semester's tuition up to a maximum of \$500.
5. With the exception of the first 5 consecutive days of the commencement of a course of instruction, any portion of a week serviced beyond that period shall be considered one full week in determining the amount to be charged to the student for tuition.

CONTRACT TERMINATION REPORT (PTI - 4)
Pursuant to the *Private Training Institutions Act and Regulations*

STUDENT INFORMATION:			
Name of Student:			
Student Home Address:			
Social Insurance Number			
Telephone Number			
Email Address			
Funding Source (please select all that apply):	<input type="checkbox"/> NSLSC/Student Aid	<input type="checkbox"/> AESL	<input type="checkbox"/> Student (Self-paying)
	<input type="checkbox"/> Other (please specify):		

TRAINING INSTITUTION INFORMATION:	
Name of Institution:	
Location/Campus:	

PROGRAM INFORMATION:		
Program Name:		
Program Duration as Registered (in weeks):		
Total Program Tuition (excluding books and supplies/equipment):	\$	
Total Cost of Books:	\$	
Total Cost of Supplies/Equipment:	\$	
Program Start Date (as per Student Contract):		
Program End Date (as per Student Contract):		
Date Instruction Ceased:		
Contract Termination Date:		
Portion of Program Completed (in weeks):		
2/3 program completed? (* if 'Yes', then no refund required)	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Reason(s) for Termination (check all that apply):	<input type="checkbox"/> Personal	<input type="checkbox"/> Academic
	<input type="checkbox"/> Attendance	
	<input type="checkbox"/> Contravention of Private Training Institution Policies	
	<input type="checkbox"/> Failure to pay fees as required under written contract	

FEE SETTLEMENT PARTICULARS

Charges Associated with Portion of Program Completed (excluding books and supplies/equipment):	
1. Total Tuition Paid by or on Behalf of Student:	\$
2. () Weeks Student Completed at (\$) Per Week =	\$
3. Administration Charge* (if applicable) <small>* Not to exceed 10% of tuition fee for the semester of termination - maximum \$500.00 charge</small>	\$
4. Registration Fee (if applicable):	\$
5. Tuition Refund Amount* {1 – (2+3+4)}: <small>* Receivable if a negative value</small>	\$

Charges Associated with Books and Supplies/Equipment Purchased:	
6. Total Amount for Books Paid by or on Behalf of Student:	\$
7. Total Cost for Books Received by Student:	\$
8. Total Cost of Books to be Refunded* {6 - 7}: <small>* Receivable if a negative value</small>	\$
9. Total Amount for Supplies/Equipment Paid by or on Behalf of Student:	\$
10. Total Cost for Supplies/Equipment Received by Student:	\$
11. Total Cost of Supplies/Equipment to be Refunded* {9 - 10}: <small>* Receivable if a negative value</small>	\$
12. Total Cost of Books and Supplies/Equipment Refunded* {8 + 11}: <small>* Receivable if a negative value</small>	\$

Refund Payable:	
Total Refund Payable {5 + 12}:	\$
Refund Required? <small>(* No refund required if 2/3 of program has been serviced)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No *

Breakdown of Refund Payable:	
National Student Loans Service Centre/Student Aid:	\$
AESL	\$
Other Funding Agency (please specify):	\$
Student:	\$

Receivable:	
Total Amount Receivable {5 + 12}:	\$
Breakdown of Receivables:	
AESL	\$
Other Funding Agency (please specify):	\$
Student:	\$

Name of PTI Representative/Signing Authority

Signature of PTI Representative

DATE

Official Capacity

Telephone Number

*It is the responsibility of the **training institution** to ensure that all refunds to the appropriate source are made immediately upon termination of the student contract and it is the responsibility of the **student** to ensure that refunds are made on their behalf.*

Copy: <i>Student</i> <i>Student File</i> <i>Department</i>
--